

Cornerstone Ministries Privacy Notice

Who We Are

Cornerstone Ministries (*'we' or 'us' or 'our'*) gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection regulations and laws. This notice provides you with the necessary information regarding your rights and obligations, and explains how, why and when we collect and process your personal data.

Cornerstone Ministries registered office is 38 Station Avenue, Walton-on-Thames, Surrey, KT12 1NU and we are a charity registered with the Charity Commission for England and Wales under charity number 1154126. Cornerstone Ministries are not registered with ICO as the non-for-profit status of the Church falls under the specific exemption which applies to bodies or associations that are not established or conducted for profit. The Church has a designated Data Protection Officer and can be contacted via mail Data Protection Officer, 38 Station Avenue, Walton-on-Thames, Surrey KT12 1NU, or phone 01932 963 140.

Information That We Collect

Cornerstone Ministries processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our services and products. We will never collect any unnecessary personal data from you and do not process your information in any way, other than already specified in this notice.

The list below outlines personal information collected for the running of various Church functions and examples of the ways in which we use personal information.

The personal data that we may collect from is:

- Names
- Emails
- Date of Birth
- Home Address
- Telephone Number (home/work/mobile)
- National Insurance Number
- Passport Number
- Driver's License Number
- Bank Details
- Photos/Videos
- CCTV
- Car details

We collect information in the below ways:

- Written forms
- Online forms
- Website Orders
- Employment CV's
- Tithe & Offering Envelopes/slips
- Online Banking and financial service providers
- DBS checks
- Photographic/Videographic
- CCTV

How We Use Your Personal Data (Legal Basis for Processing)

Cornerstone Ministries takes your privacy very seriously and will never disclosure, share or sell your data without your consent, unless required to do so by law. We only retain your data for as long as is necessary and for the purposes specified in this notice. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw consent at any time. ***The purposes and reasons for processing your personal data are detailed below: -***

- **Name:** For contact purposes, internal records for internal team membership and office administration purposes.
- **Email:** For contact purposes, primarily to provide updates on Church services, upcoming events, internal updates and other relevant information relating to the Church and it's operations (e.g. team updates).
- **Date of Birth:** Baby dedications, marriages, funerals, DBS checks, employee purposes where legally required or requested by individuals to share.
- **Home Address:** Marriages, DBS checks, Home Groups, employee purposes where legally required or necessary to safeguard Church operations.
- **Telephone Number (mobile/home/work):** For contact purposes primarily updates on Church services or personal involvement in Church operations or functions of the team which you are a part of.
- **National Insurance Number:** Employee/Consultant purposes where legally required.
- **Passport Number:** For DBS checks, marriages where legally required.
- **Driver's License Number:** For DBS checks, Church transport checks where legally required.
- **Bank Details:** For Tithes & Offerings, invoicing, Bible College, Bank Statements for DBS/security checks. We collect and store bank details as part of our legal obligation for business accounting and tax purposes.
- **Photos/Videos:** We may take photographs or videos at Cornerstone services, events, meetings etc. to use on social media and on the Church websites. This is to promote and advertise the services/activities of the Church, we may continue to use these photographs and videos after a congregational member or employee has left the Church.
- **CCTV:** We use CCTV to securely monitor and protect the Church both internally and externally. CCTV is not used in private areas such as toilets.

- **Vehicle Details:** We may use vehicle details, specifically vehicles that use our car parking facilities.
- We may also receive information from various third parties such as registrar offices, funeral homes, care homes, Surrey County Council Services where Cornerstone Ministries are legally obliged to be made aware of certain information necessary to carry out specific services and operations.

Your Rights

You have the right to access any personal information that **Cornerstone Ministries** processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to update/correct it as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing in accordance with data protection laws, as well as to object to any direct marketing from us and to be informed about any automated decision-making that we use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the relevant request; this is to ensure that your data is protected and kept secure.

Sharing and Disclosing Your Personal Information

We do not share or disclosure any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement.

- For example we may share information with local authorities where we have safeguarding concerns. On occasion, we may need to share information with the police or other emergency services. We may also need to share information with our legal advisers in order to obtain legal advice.
- From time to time Cornerstone Ministries may use consultants, subject matter experts and other advisors to help the Church fulfil its obligations, and information relevant to their work may be shared. In any event, this work will be completed on site and personal information will not leave the Church premises unless under legal obligation. Third party examples may include but are not limited to, IT/Network consultants, financial consultants/administrators. Cornerstone ministries use third party 'cloud computing' services to store some information rather than storing physically on hard drives within the Church premises.
- If Cornerstone Ministries have a safeguarding or personal safety concern, we may share information about you with other members of your family such as a parent or guardian, next of kin, or if attending another Church the senior leadership may be advised on any circumstances regarding safeguarding or safety precautions.

Cornerstone Ministries use third-parties to provide the certain services and business functions, such as cloud computing, financial services and safeguarding checks for workers with Children, however all processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

Safeguarding Measures

Cornerstone Ministries takes your privacy seriously and we take every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, including: Encryption, authentication, restricted access, anti-theft, physical locking and additional security measures.

Consequences of Not Providing Your Data

You are not obligated to provide your personal information to Cornerstone Ministries, however, as this information is required for us to provide you with our services, we will not be able to offer some of our services without it, such as opportunities to participate in certain teams or activities (such as youth outings) or received updates on Church events, services or activities.

How Long We Keep Your Data

Cornerstone Ministries only ever retain personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. We are required under UK tax law to keep your certain personal data such as name, address, contact details, card/bank details for a minimum of 7 years after which time it will be destroyed. In some instances such as 'Gift Aid', certain information may be held indefinitely whilst similar donations continue, or for 7 years from the time donations cease.

Where you have consented to us using your details for direct marketing, we will keep such data until you notify us otherwise and/or withdraw your consent.

Special Categories Data (*if applicable*)

Owing to the services that we offer, Cornerstone Ministries sometimes need to request sensitive personal information from you to fulfil financial or tax obligations, marriage and funeral services, youth/child/infant facilities where dietary/medical/other special requirements may be needed. Where we collect sensitive personal data, we will only request the information required for the specified purpose and always ask for your explicit consent through a signature. You can modify or remove consent at any time, which we will act on immediately, unless there is a legitimate interest or legal reason for not doing so.

Statement on Photographs and Video Media

Cornerstone Ministries use photographic and videographer media for the purposes of promoting the charitable causes of the Church. As an example, we livestream Sunday Services to YouTube where international audiences may view the weekly messages. Additionally we may photograph/video events or special items for internal promotional purposes, such as putting on or social media profiles, using for website or print media/flyers for compiling highlight or montage video footage. Generally these images have a key speaker or subject as the main focus, rather than focusing on any one individual member of the

congregation. Where possible and reasonable we ensure that photographs/videos taken that include congregational members do so as a group rather than focusing on specific individuals.

Team members and leaders may have their photos/videos taken to help promote the internal functions of the Church and understand that this is part of the role included in serving within Cornerstone Ministries. In the event of any major promotion (such as commercial, cinematic, journalistic, artistic, involvement of 3rd party production company or other) additional consent may be requested where deemed necessary at the discretion of the DPO and senior leadership.

In accordance with our child protection policy we do not permit internal photographs, video or other images of young people to be taken without the consent of the parents/carers and the child. Any consent given for photos of children (under the age of 13) will only be used in line with the purposes intended (as outlined above) or listed on the form at time of consent. All internal photographers and videographers are verified by the Church and manage the media taken in line with the Cornerstone Ministries Privacy Policy. All media is stored on encrypted devices/networks with restricted access.

Further Information

Changes to Privacy Policy

Our privacy policy and privacy notice may change from time to time. In this case the amended version will be made available on our website www.cornerstonethechurch.com.

Cornerstone Ministries only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to discuss further regarding the processing of your personal data for example:

- To object to the use of your information for marketing purposes. We will stop using your information for this purpose if you ask us too.
- To update the information that we hold about you.
- Any other query regarding this policy or how Cornerstone Ministries handles personal data.

Please contact the Church Data Protection Officer

Data Protection Officer
38 Station Avenue
Walton-on-Thames
Surrey
KT12 1NU

By phone: 01932 963 140. If you believe that we have not used your personal data properly, you can contact the Information Commissioner's Office (ico.org.uk).

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